

Park Lane Elementary School Plan

(Updated August 7, 2020)

Area/Activity	Procedures and Protocols to Mitigate the Risks
Arrival	<ul style="list-style-type: none"> ● Adults and students wear face coverings. ● Students will line up outside on spaced dots near their grade level doors. ● Students will enter school through their grade level doors around the building rather than through the front doors. ● Teachers will let the students in as soon as they are able or by 8:25 a.m. Side doors will be open until the tardy bell at 8:30 a.m. ● Parents are advised to drop off students after 8:10 unless students are eating breakfast. ● An additional teacher will be asked to help monitor the playground area outside.
Breakfast	<ul style="list-style-type: none"> ● Students will enter and exit through the breakfast door. ● Arrows will be provided to help traffic flow. ● Students will be physically distanced according to family or grade level at tables. ● Adults will be in the breakfast room to provide supervision. ● Students will not be allowed to enter the rest of the building from the cafeteria after breakfast.
Classrooms	<ul style="list-style-type: none"> ● Physical distancing addressed by desks being separated and students spread apart on tables ● Students will be facing forward when possible ● Teachers will maintain a class seating chart (for contact tracing). ● Staff and students will wear face coverings as mandated. ● Rug time will be limited (ideally to 15 minutes or less) and students will be physically distanced during rug time. ● Teachers are encouraged to remove excess furniture to allow for more space in the classroom. ● Teachers will use flexibility and teach lessons outside as feasible. ● No attendance incentives will be used and no negative consequences will be provided for attendance. ● Students will be asked to use hand sanitizer when entering the classroom.

Hallways	<ul style="list-style-type: none"> ● Traffic flow will continue as established - stay to the right, stay close to the walls without touching. ● Stagger schedule for when classes depart for recess, lunch, dismissal, etc. ● Teachers take students on the most direct path from class to destination. ● Teachers will maintain a line order (i.e. alphabetical, or number order) when lining up and walking through hallways (for contact tracing).
Restroom	<ul style="list-style-type: none"> ● Signage to display proper handwashing techniques. ● Students will be asked to use their designated grade level restroom or the recess restrooms. ● Face coverings stay on at all times while in the restrooms. ● Students should use hand sanitizer upon returning to class. ● Encourage students not to use drinking fountains, but rather to bring a water bottle from home. ● Students may keep a water bottle with them and may fill bottles at drinking fountains.
Lunchroom	<ul style="list-style-type: none"> ● Students will wash their hands before going to lunch. ● Lunch periods will be extended to allow for no more than 100 kids in the lunchroom at a time. ● Students will be physically distanced at tables. ● Lunch times will be staggered and spread out to allow for cleaning between grade levels. ● Assigned seating by class (to enable contact tracing). ● Student lunch workers will not be used. ● Markings will be placed to keep kids distanced while going through the line. ● Teachers will walk the students into the lunchroom and make sure they are following the physical distancing expectations. ● Behavior interventionists will walk students out of the lunchroom to recess while having students physically distance themselves. ● Lunch collection buckets will not be used. Students will be encouraged to bring disposable paper/ziplock bags in place of lunch boxes. ● Students will sanitize hands on the way out to recess.

Brain Boosters	<ul style="list-style-type: none"> ● Brain boosters will follow a “push-in” model (generally in the classroom), with some flexibility for being outside, or using other sanitized spaces. ● Students will use sanitized, or individual supplies (i.e. art supplies, technology) ● No combined groups
Tier II Support	<ul style="list-style-type: none"> ● Resource/interventionists will pick up kids from their general education classrooms. To allow for learning, areas will be sanitized between groups. ● Small group interventions will be delayed for three weeks to establish safe procedures. ● Face coverings will be used by students and instructors. ● Manipulatives will be individualized or cleaned between groups. ● Students will use only assigned or sanitized technology in groups.
Recess	<ul style="list-style-type: none"> ● Recess times will be staggered to have only one grade level in an area at a time. ● Face coverings should be worn when students are unable to physically distance at 6 feet or more. ● Students will sanitize hands before returning to the classroom.
Lunch Recess	<ul style="list-style-type: none"> ● Students will sanitize hands on the way to lunch recess as well as before returning to the classroom. ● One grade level will be outside at a time. ● Face coverings should be worn when students are unable to physically distance at 6 feet or more. ● Junior coaches will not be used in order to limit exposure. ● Only one person will be allowed to use the recess restrooms at a time.
Computers/ Chromebooks / iPads	<ul style="list-style-type: none"> ● Technology will be assigned to individual students. ● If students share any technology, it must be sanitized between users. ● Students are encouraged to bring their own earbuds/headphones to use throughout the year.
Large Gatherings including Assemblies, Back to School, etc.	<ul style="list-style-type: none"> ● No school-wide assemblies will be held at this time. ● Information will be distributed virtually when able. ● Gatherings may only happen as a grade level, and will generally be discouraged. ● Back to School Night and other such activities will be done virtually or via video.

Volunteers	<ul style="list-style-type: none"> ● <u>Only essential volunteers</u> will be allowed at this time. ● Other children will not be allowed. ● Volunteers will be subject to symptom screening and contact tracing at sign-in. ● Volunteers must practice safe distancing and wear face coverings.
Special Programs	<ul style="list-style-type: none"> ● No physical field trips will occur at this time (virtual field trips may continue). ● Special programs involving more than one class at this time will not be held. ● All special programs will be evaluated for risk and necessity and will generally be discouraged.
Orchestra	<ul style="list-style-type: none"> ● Will continue in the Kiva following physical distancing protocols. ● Face coverings will be worn to and from orchestra as well as when physical distancing is not possible.
Sickroom	<ul style="list-style-type: none"> ● District sickroom guidelines will be strictly followed.
Dismissal	<ul style="list-style-type: none"> ● Dismissal will be staggered to reduce congestion and congregating. ● Bus students will be loaded prior to general dismissal at 3:05. ● Walking students will be allowed to exit the building two minutes early to reduce crowding. ● Students will exit through grade level doors. ● Parents and guardians are asked to stay in their cars and wear face coverings. ● All students will be asked to go home immediately after school dismissal.